

SECRET

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300330006-5

19 July 1956

MEMORANDUM FOR THE RECORD:

SUBJECT: Reports Management Activity, Fiscal Year 1956

I. GENERAL

1. Reports management activity was undertaken in each of three Major Components of headquarters. As a result, the total annual reporting workload of headquarters was reduced by 6,670 man hours, and substantial benefits stemmed from the improved quality of reports.

II. DD/S Area

1. A survey was made of the total reporting workload in the DD/S area, preparatory to establishing a program for the continuing control and improvement of reports. Attachment I summarizes this workload. Recommendations were developed on 45 of the 226 reporting requirements examined. These recommendations were submitted for action by the appropriate Office and Staff Reports Management Officers.

2. The following actions were taken which will reduce reporting workloads in the DD/S area by an estimated 14,020 man hours annually.

a. Discontinued the Quarterly Vehicular Status Report submitted by the Office of Logistics to each Area Division. 224 man hours.

b. Discontinued the monthly report, Volume and Cost of Agency Telephone Traffic, required by the DD/S from the Office of Logistics. 522 man hours.

c. Discontinued the report, Overtime and Holiday Work Performed, prepared by the Commercial Staff. 14 man hours.

d. Reduced the frequency from quarterly to semi-annually for the Office of Logistics Report of Accomplishments and Objectives. 360 man hours.

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300330006-5

e. Reduced the frequency from weekly to monthly for activity reports submitted to the Director of Logistics. 1,200 man hours.

f. Clarified the requirements for reports on field trips, Office of Logistics. Man hour savings are inestimable.

g. Reduced the frequency from weekly to bi-weekly for activity reports submitted to the Director of Personnel. Also, considerably improved and reduced the content of these reports. 1,664 man hours.

h. Discontinued the monthly report, Status of Contracts Resulting from Office of Communications Requisitions, required by the Office of Communications from the Office of Logistics. 36 man hours.

3. The following improvements developed from the survey are in the process of being adopted:

a. Elimination of duplicate reporting of on-the-job accidents to the CIA Safety Officer by the Medical Staff and the Office of Personnel.

b. Reporting the receipt and accountability of CIA Telephone Directories by a form rather than by costlier memorandums.

c. Submission of Security Check Officer Lists monthly rather than daily. This improvement will eliminate the handling of approximately 142,000 check lists annually by about 600 components which now submit the report daily.

d. Use of a check list to facilitate inspecting and reporting on the security features of a contractor's facilities.

4. The following actions affecting all headquarters components were also taken by DD/S personnel in collaboration with the Records Management Staff:

a. Simplified the procedures for reporting and accounting for the use of penalty indicia mail. The revised procedures are expected to reduce the annual headquarters reporting workload by 2530 man hours by eliminating the annual physical inventory report and the quarterly report of compliance with the Penalty Mail Act. Both of these reports were required from every headquarters component.


b. Changed the reporting frequency from annual to "as required" for the report, Foreign Awards and Decorations, required from all components. Annual savings of 120 man hours are expected.

III. DD/I Area

1. All Offices in the DD/I area inventoried and appraised their requirements for administrative reports. A review of the inventory by the Records Management Staff pointed up recommendations on 20 of the 102 reports examined. These recommendations, together with a plan for continuing reports management activity in the DD/I area, were submitted to the Assistant to the DD/I (Administration).

IV. DD/P Area

1. The Chief, Organization and Methods Staff (DD/P Area), Management Staff, is currently studying the need for a DD/P reports management program. Guides developed by the Records Management Staff are being used in the study.


Records Management Officer
for Reports

25X1

~~SECRET~~

SECRET

NUMBER OF ADMINISTRATIVE REPORTS (BY TYPE)
PREPARED OR REQUIRED BY DD/S COMPONENTS
1 March 1956

Staff or Office	Inter-Office Reports Prepared		Intra-Office Reports Prepared		Total AMH*	No. of Re- ports Sub- mitted Outside CIA	No. of Re- ports sub- mitted to Other Comps. Voluntarily	No. of Reports Required from Other Hdq. Components
	No.	AMH*	No.	AMH*				
Office of the DD/S	31	252	-	-	252	-	-	5
Commercial Staff	39	371	1	120	491	-	-	-
Audit Staff	37	300	2	1,136	1,436	-	-	-
PAPS	35	251	1	72	323	-	-	-
General Counsel	36	226	-	-	226	-	-	1
Communications	61	4,152	33	3,432	7,584	5	1	2
Comptroller	77	11,266	51	2,973	14,239	9	22	41
Management Staff	37	395	2	1,194	1,589	1	1	2
Medical Staff	56	1,470	10	650	2,120	4	1	3
Logistics	82	10,850	29	21,164	32,014	9	2	20
Personnel	99	11,002	62	14,410	25,412	25	12	11
Security	53	2,918	33	6,061	8,979	1	1	11
Training	58	4,360	31	1,145	5,505	1	6	5
**		47,813	255	52,357	100,170	55	46	101***

* AMH - Annual man hours expended to prepare reports.

** Requirements for 226 types of inter-Office reports have been levied on various DD/S components. Approximately 35 of these affect every component.

*** In addition, 24 types of reports are required by:

SSA-DD/S	3
DCI or DDGI	10
IG	4
DD/P	3
SR Div.	2
Central Cover	2
Total -	24

SEP 9 1955

25X1

MEMORANDUM FOR: ✓ Director of Communications
Director of Personnel
✓ Director of Training
✓ General Counsel
✓ Special Support Assistant to DD/S
Director of Security
✓ Chief, Audit Staff
Comptroller
✓ Director of Logistics
Chief, Medical Staff ✓
✓ Chief, Management Staff
✓ Chief, Commercial Staff
✓ Chief, Project Administrative Planning Staff

SUBJECT : Reports Management

1. Administrative and management reports constitute a major portion of our ever increasing paperwork volume. To what extent can we increase the value of these reports and provide simpler and more direct reporting methods? How many of our reports duplicate other paperwork, or in other ways are nonessential? What do our reports cost and are they worth the expenditure? We do not have the answers for we have never taken a searching look at this problem.

2. I have therefore requested the Chief, Management Staff to coordinate a reports management program for the DD/S area. As an initial step you are asked to survey your reporting requirements to determine whereby improvements can be effected immediately, and to provide the foundation for a continuing program. Enclosure 1 provides instructions for this survey. Information of a general nature is contained in enclosures 2 through 6. Additional copies of all enclosures may be obtained from the Management Staff, Extension

STAT

3. A DD/S Reports Review Panel composed of the Records Management Officer for Reports, Management Staff as Chairman, and Reports Management Officers representing Offices and Staffs, will review all recommendations on inter-Office and inter-Staff reports. Recommendations on intra-Office and intra-Staff reports will be reviewed at the Office Director or Staff Chief level. The Management Staff will follow through on recommendations of the DD/S Reports Review Panel as approved by the Deputy Director (Support), and will assist you with the development of improvements resulting from your surveys.

4. The target date for completing your phase of this survey is 7 November. Recommendations developed within your office during this survey will then be considered and acted upon, and you will establish procedures for effective continuing control and improvement of reports within your area. The Chief, Management Staff will provide guidance in establishing your Reports Management Program.

H. GATES LLOYD

Acting Deputy Director

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300330006-5

Enclosures (6)

CONFIDENTIAL

SEP 12 1955

25X1